DOCUMENT RESUME

ED 387 831 CS 215 116

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TITLE	Grammar for Grownups.
REPORT NO	ISBN-0-06-270054-5
PUB DATE	93
NOTE	252p.
AVAILABLE FROM	Harper Collins Publishers, Inc., 10 East 53rd Street, New York, NY 10022 ($19).
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	*Grammar; Higher Education; Language Patterns; *Language Usage; Persuasive Discourse; *Sentence Structure; Spelling; Writing Exercises; Writing Skills
IDENTIFIERS	Writing Style

ABSTRACT

Noting that grammar is alive, changing, and controversial, this book offers a combination of guidelines and creative language use for people who have already been exposed to the rules of grammar to help them start building their own style of speaking and writing. The first part of the book "Recalling the Parts of Speech," provides a review of the major parts of speech. The second part, "Punctuation," reviews the punctuation marks that serve as guideposts to writing clear messages. The third part, "Creating Your Own Style," deals with putting all of the guidelines to work, presenting chapters on troublesome words, structuring sentences, building paragraphs, guides to better spelling, numbers, making a point, persuasive writing, nonsexist language, and grammar glitches. Workbook sections at the end of each chapter present exercises to practice the topics discussed. An appendix offers answers for these exercises. A 42-item resource list is attached. (RS)

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